



**PARTNERSHIP
FOR A NATION OF LEARNERS**

**COMMUNITY COLLABORATION
GRANT GUIDELINES
for Museums, Libraries, and Public Broadcasters**



Deadline: March 1, 2005

PARTNERSHIP FOR A NATION OF LEARNERS COMMUNITY COLLABORATION GRANTS

Grant Application and Information

Fiscal Year 2005

What is IMLS?

The Institute of Museum and Library Services (IMLS) is an independent federal grantmaking agency established by Congress through the Museum and Library Services Act of 1996. It is dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities. IMLS promotes leadership, innovation, and a lifetime of learning by supporting museums and libraries throughout the United States and its territories.

Museums and libraries play important roles in cultivating an educated and informed citizenry. They provide unprecedented access to learning opportunities for people of all ages. IMLS grants and programs support access to and improvement of museum and library services, encourage excellence and resource sharing, and leverage substantial local, state, and private resources. The agency places a priority on planning, evaluation, and partnership. Institute support helps libraries and museums to promote education, reading, literacy, and lifelong learning; carry out their cultural heritage stewardship role; strengthen communities and provide opportunities for families; promote civic engagement; develop and disseminate new applications of digital technologies; and spur innovation, research and discovery.

Through its grant-making, research, collaborations, and leadership activities, the Institute of Museum and Library Services helps build the capacity of museums and libraries to demonstrate their public value as core institutions in a democratic society.

What is the Corporation for Public Broadcasting?

The Corporation for Public Broadcasting (CPB) is a private, nonprofit corporation responsible for administering the federal contribution to public television and radio. CPB's mission is to facilitate the development of, and ensure universal access to, non-commercial high quality programming and telecommunications services. It does this in conjunction with non-commercial educational telecommunications licensees across America.

The fundamental purpose of public telecommunications is to provide programs and services that inform, enlighten and enrich the public. While these programs and services are provided to enhance the knowledge, and citizenship, and inspire the imagination of all Americans, the Corporation has particular responsibility to encourage the development of programming that involves creative risks and that addresses the needs of unserved and underserved audiences, particularly children and minorities.

The Corporation is accountable to the public for investing its funds in programs and services that are educational, innovative, locally relevant, and reflective of America's common values and cultural diversity. The Corporation serves as a catalyst for innovation in the public broadcasting industry, and acts as a guardian of the mission and purposes for which public broadcasting was established.

For more information call or write:
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 606-8536

For more information on the
Partnership for a Nation of Learners
Community Collaboration Grants, see:
www.partnershipforlearners.org

E-mail: imlsinfo@imls.gov
Web site: <http://www.imls.gov/>

TTY (for hearing-impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden Estimate and Request for Public Comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.CFDA No. 45.312



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

Dear Colleague,

In September 2004, the Institute of Museum and Library Services (IMLS) and the Corporation for Public Broadcasting (CPB) marked a significant milestone in our emerging partnership. Through the Partnership for a Nation of Learners, together we will further our public service and educational missions by supporting a series of activities, including a competitive grant program, a professional development curriculum, and a Web site that will serve as the project's 'knowledge commons.'

Over the past several years, IMLS and CPB have demonstrated, through a number of national conferences and other projects, our commitment that partnerships are essential ways to inspire vibrant, energized communities. Our work is also guided by a belief that democracy, our prosperity, and individual achievement depend on the ability to learn continually, to adapt to change readily, and to evaluate information critically. Libraries, museums, and public broadcasting licensees are tremendous assets in this endeavor. They are well-established in their communities; they are trusted by the public; and they offer authentic content and experiences. They play important roles in transmitting the values of our democracy, creating an informed and educated citizenry, and providing lifelong learning opportunities.

The Partnership for a Nation of Learners initiative reflects our conviction that there is much to be gained – for our communities and for our institutions – in promoting and encouraging multi-institutional collaborations. The initiative is about the process of developing, practicing, supporting, and drawing lessons from collaborations among public broadcasters, libraries, and museums – and other community organizations – that coalesce around defined needs and have the potential to deliver tangible community benefits.

Purposeful collaborations enable the partners to serve their local communities more effectively by expanding public access, creating richer content, using limited resources more efficiently, and offering increased opportunities for directed and self-guided learning. Through such collaboration, the civic engagement that we want to promote in our communities is modeled by the collaborators themselves.

The Partnership for a Nation of Learners initiative encourages and invites museums, libraries, and public broadcasting licensees to use their rich and varied resources in collaboration to more fully contribute to healthy communities and fulfilled individual lives.

Robert S. Martin, Ph.D.
Director
Institute of Museum and Library Services

Kathleen A. Cox
President & CEO
Corporation for Public Broadcasting

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GENERAL INFORMATION

Program Purpose

The Partnership for a Nation of Learners is a joint funding initiative of the Institute of Museum and Library Services (IMLS) and the Corporation for Public Broadcasting (CPB).¹ The initiative includes the Community Collaboration Grant program, administered by IMLS, and a Professional Development Curriculum and Web site administered by CPB. These guidelines pertain to the Partnership for a Nation of Learners Community Collaboration Grant Program. For more information about the Partnership for a Nation of Learners initiative and its components, including professional development opportunities and other resources, see www.partnershipforlearners.org.

Partnership for a Nation of Learners Community Collaboration Grants are intended to strengthen the ability of museums, libraries, and public broadcasting licensees to work together to help audiences gain knowledge, skills, attitudes, behaviors, and resources that enhance their engagement in community, work, family, and society. Projects should demonstrate how the participating institutions will use their respective resources collaboratively in order to increase learning and educational opportunities and to address other local community needs.

The program funds ongoing or new collaborative activities and projects among museums, libraries, and public broadcasting licensees that are designed to:

- Address community civic and educational needs,
- Increase the organizations' capacity to serve as effective venues and resources for learning, or
- Enhance infrastructure and technology in order to serve audiences more effectively.

Grants will be made to collaborative projects that involve at least one museum and/or library **and** at least one public radio or television licensee. Applications involving a collaboration among all three types of institutions are encouraged but not required.

¹ IMLS is administering this grant program with funds from both IMLS and CPB.

Eligibility

Eligible museums, libraries, or public broadcasting licensees may apply for Partnership for a Nation of Learners Community Collaboration Grants. Although each application will require a formal collaboration between a museum or library **and** public broadcasting licensee, the applicant organization will serve as the grantee of record, responsible for compliance with all federal requirements for financial assistance that is awarded.

Federally-operated libraries and museums may not apply for Partnership for a Nation of Learners Collaboration Grants, but may serve as non-essential partners to applicants if they do not receive IMLS grant funds as a result of the project. Applicants should contact IMLS before submitting a proposal involving a federal agency or federal collection. Other, nonfederal entities may serve as partners and may receive IMLS grant funds as a result of the project. Consult with IMLS about any eligibility questions before submitting an application.

ELIGIBILITY FOR MUSEUMS

- An applicant must
 - be either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
 - be located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
 - qualify as one of the three types of organizations listed below:
 1. A museum¹ that (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) cares for and owns or uses tangible objects, whether animate or inanimate, and exhibits these objects on a regular basis through facilities it owns or operates; (3) has at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's services and operations²; and (4) is open and providing museum services to the general public on a regular basis. (A museum that exhibits objects to the general public for at least 120 days a year fulfills this last requirement.³)

Please note, a museum located within a multipurpose public or private nonprofit organization such as a municipality, university, historical society, foundation, or a cultural center may apply on its own behalf for Partnership for a Nation of Learners Community Collaboration Grants if (1) the museum is able independently to fulfill all the requirements for museum eligibility

¹ Eligible museums include aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), history museums, nature centers, planetariums, science/technology centers, specialized museums that are limited to a single distinct subject, and zoological parks.

² When a museum does not have a full-time professional staff member, it has to demonstrate in the application that it has the full-time equivalent of at least one professional staff member and that, if it receives an IMLS award, one of the part-time professional staff members will be responsible for overseeing grant activities and ensuring that the museum is in compliance with the requirements of the grant.

³ If a museum is not scheduled to be open to the public 120 days a year, it is still eligible to apply to IMLS for funding if it can demonstrate that, in the year preceding the submission of its application, the combination of days it was scheduled to be open and days it was open by appointment equal at least 120 days.

listed above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

2. A museum service organization or association that engages in activities designed to advance the well-being of museums and museum professionals, and institutions of higher education.
3. An institution of higher education, including public and nonprofit universities.

ELIGIBILITY FOR LIBRARIES

- An applicant must
- be either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
 - be located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
 - qualify as either
 1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
 2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would make application.
 3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation under the supervision of at least one permanent professional staff librarian.
 4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
 5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
 6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

An applicant must be a CPB-qualified non-commercial television or radio licensee.

ELIGIBILITY FOR PUBLIC BROADCASTING

Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If the lead applicant does not have a DUNS and a TIN number, the application will be rejected.

Partnerships

The purpose of these grants is to encourage effective collaborations among museums, libraries, and public broadcasting licensees in service of educational and community goals. In order to be considered, all applications must include a collaboration between at least one library or museum **and** one public broadcasting (radio or television) licensee. Applications that involve collaborations among all three types of organizations—museums, libraries, and public broadcasting licensees—are encouraged but not required. Projects that involve collaborations with other community social service and educational organizations, in addition to the core museum/library/broadcasting partnership, are also encouraged.

The lead applicant in the collaboration must be an eligible entity, and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the collaboration should either designate one member to apply for the grant or establish a separate, eligible legal entity, consisting of the partnership members, to apply for the grant. Each application must contain signed Partnership Statements that detail the activities that each member of the collaboration plans to perform and binds each member of the collaboration to every statement and all assurances made by the applicant in the application. The applicant should submit the Partnership Statements with the application. A sample Partnership Statement is on page 5.12.

Conditions of a Grant

DURATION OF A GRANT

The term of the award will not exceed two (2) years.

PROJECT START DATE

Project start dates must begin on the first day of the month. Projects may begin between October 1, 2005 and December 1, 2005.

AMOUNT OF GRANT

Partnership for a Nation of Learners Community Collaboration Grants range from \$25,000 to \$250,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

COST SHARING

Cost sharing refers to that portion of project or program costs not borne by the Federal government. Applicants are generally expected to share the costs of projects. Cost sharing will be considered as an element in the review of all applications. Applicants are encouraged to provide at least one-third of the total cost of the project. Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers. IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project. IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period. IMLS strongly encourages applicants to seek third-party donations of cash, equipment, and services. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform grant administrative rules and requirements apply.

USE OF FUNDS

Partnership for a Nation of Learners Community Collaboration Grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All listed expenses must be incurred during the grant period. Government-wide cost principles apply.

**PROJECT
EVALUATION**

IMLS expects that Partnership for a Nation of Learners Community Collaboration Grant activities will have measurable outcomes (i.e., changes in skills, knowledge, attitudes, behavior, and/or status for project participants or audiences). Applications should include a plan for measurement of these results among others, and grantees will be expected to report the findings of their evaluation to expand knowledge in their fields. The program supports and encourages the use of outcomes-based planning and evaluation (OBP). Additional information about outcomes-oriented planning and management is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obc.htm or on request from IMLS. The IMLS online project planning tutorial for National Leadership Grants, available on the IMLS Web site at http://e-services.imls.gov/project_planning, also includes helpful information. IMLS provides a two-day course on OBP for recipients of Partnership for a Nation of Learners Community Collaboration Grants. Applicants are required to request travel funds to attend this training and other meetings designated by the grantmakers. Application budgets should include \$4,000 per year for this purpose.

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WORK
PRODUCTS**

IMLS requires acknowledgment of IMLS and Corporation for Public Broadcasting assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS and CPB reserve, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that grantees provide three copies of any products produced with IMLS funds to IMLS with the final reports.

**ANNOUNCEMENT
OF AWARD**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in mid-September.

**PAYMENT
ACCOUNTING,
MANAGEMENT,
AND
REPORTING
PROCEDURES**

A federal accounting office handles the payment of Partnership for a Nation of Learners Community Collaboration Grants. Grant recipients may request reimbursements as needed during the project period, although costs funded under such agreements can be incurred subsequent to the date of payment to the third party. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements. Government-wide uniform grant administrative rules and requirements apply.

Grant recipients are required to submit six-month performance reports as well as annual financial status reports. They are also required to submit a final performance report and a final financial report.

**APPLICATION
REVIEW**

The Institute of Museum and Library Services is administering this grant program as part of the IMLS/CPB Partnership for a Nation of Learners. IMLS staff in collaboration with the Corporation for Public Broadcasting will determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. If an application is rejected, the applicant will be notified of the decision by mail.

All eligible applications will be competitively reviewed. Reviewers will have expertise in the types of activities and types of organizations identified in the proposed projects. Reviewers will be drawn from professionals in the field and from the areas of expertise required. Reviewers will be instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Applicants should address all criteria in the Application Narrative, as supported by any appropriate attachments and support material. The IMLS Director in consultation with the Corporation for Public Broadcasting will make final funding decisions based on the evaluations by reviewers, the stated priorities for funding, and the overall goals of the program.

**PROJECT
AND
APPLICATION
REQUIREMENTS**

Partnership for a Nation of Learners Community Collaboration Grants

Deadline:	March 1, 2005
Amount of Grant:	\$25,000-\$250,000
Grant Period:	Up to Two Years
Cost Sharing:	Cost sharing of at least one-third is encouraged.
Eligibility:	Lead applicant must be an eligible library, museum or public broadcasting licensee. See page 1.3.
Program Contact:	Susan Malbin (202) 606-5389, smalbin@imls.gov

PROGRAM OVERVIEW

The purpose of this grant program is to build and strengthen working relationships among libraries, museums, and public broadcasting licensees that enhance their roles within their communities. Each project should show how such collaboration and shared resources enable partners to meet clearly defined needs for one or more audience segments within their local communities. Eligible projects will include collaborations between a public broadcasting licensee (radio or television) **and** a museum or library, or among all three types of organizations. Projects that involve all three types of organizations – museums, libraries, and public broadcasting licensees (and, where appropriate, collaboration with other community organizations) – will generally be considered more competitive for funding.

The program will fund ongoing or new collaborative projects that use the organizations' resources and core competencies – such as, but not limited to, collections, broadcast content, exhibitions and programs, and staff expertise – to address community civic and educational needs; increase the organizations' capacity to serve as effective venues and resources for learning; or enhance infrastructure and technology in order to serve audiences more effectively.

This program particularly encourages projects that:

- Build or strengthen long-term relationships among the partners and with other community organizations with an emphasis on how the project meets the documented needs of the community.
- Enhance lifelong learning across the potential audience spectrum through innovative programs or services.
- Develop or adapt innovative applications of technology for education.
- Reach new or underserved audiences and communities.

Determining the Appropriate Funding Program

PARTNERSHIP FOR A NATION OF LEARNERS COMMUNITY COLLABORATION GRANTS

The Partnership for a Nation of Learners (PNL) is a joint funding initiative of the Institute of Museum and Library Services (IMLS) and the Corporation for Public Broadcasting (CPB), under the auspices of the IMLS National Leadership Grant program. The initiative's goal is to encourage museums, public broadcasting licensees, and libraries to fulfill their educational and community roles more effectively through meaningful content and service collaborations. The PNL Community Collaboration Grants program supports local, community-based collaborations that include at least one museum or library **and** one public broadcasting licensee. Grant amounts range from \$25,000 to \$250,000. The 2005 application deadline is March 1, 2005.

IMLS NATIONAL LEADERSHIP GRANTS

National Leadership Grants (NLG) support projects of national significance. The most competitive NLG projects are innovative, take risks, provide creative solutions to problems of national importance, and develop models for other organizations to adapt or emulate. National Leadership Grants are awarded in three funding categories: Advancing Learning Communities, Building Digital Resources, and Research and Demonstration. Grant amounts for National Leadership Grants range from \$25,000 to \$1,000,000. The 2005 application deadline is February 1, 2005. For further information on National Leadership Grants, see http://www.imls.gov/grants/museum/mus_nlgm.asp.

	PNL Community Collaboration Grants	National Leadership Grants
Applicant Organization	Eligible museum or library, and public broadcasting radio or television licensee.	Eligible museum or library.
Funding Amount	\$25,000 – \$250,000	\$25,000 – \$1,000,000
Focus	Supports collaborative community-based projects that address local needs.	Supports projects that are national models, replicable, with national impact.
Partnership Requirements	Mandatory between public broadcasting licensees and a museum or library. Three-way partnerships encouraged.	Encouraged but not mandatory.
Deadline	March 1, 2005	February 1, 2005

THE APPLICATION

Application Evaluation Criteria

Partnership for a Nation of Learners Community Collaboration Grants support projects that bring organizations together to address community and educational needs. The most successful proposals will result from careful planning, including identification of a need or opportunity, assessment of the comparative value of potential solutions, development of a proposed approach, gathering of key people and resources to test or explore proposed solutions, and a plan to evaluate results.

Successful proposals will clearly show how projects benefit their communities and use the collaborative process effectively to fulfill the partners' missions and goals. The Partnership for a Nation of Learners has developed Predictive and Outcome Characteristics of Successful Collaborations as well as other resources about partnerships and collaborations, including professional development opportunities. They can be found at www.partnershipforlearners.org.

The following five elements form the core of the application narrative. They are also the criteria that evaluators will use to assess each application.

1. NARRATIVE ELEMENT: ASSESSMENT OF NEED

Describe the project's intended audience and the audience needs that the project meets. Discuss how the project will benefit this audience through increased knowledge, improved conditions or services, or other changes. Describe how the proposed project helps each collaborator meet its institutional mission.

Review Criteria: Evidence that the applicant has clearly defined the project audience, has conducted or obtained a formal or informal assessment of audience needs and validated those needs with collaborators, is aware of relevant projects completed by other institutions, and has designed a promising solution to answer those needs. Degree to which the project reflects an understanding of current community and learning issues and envisions changes in the community that could result from the project.

2. NARRATIVE ELEMENT: INTENDED RESULTS AND COMMUNITY IMPACT

Describe the project's intended results for partners and audience, how these results improve current conditions, and how the significance and quality of results will be assessed. Describe the design, integration, and implementation of an evaluation method that will measure project outcomes, evaluate the quality of products, and/or provide other findings, as appropriate, to improve practice locally and in the relevant professional communities.

Review Criteria: Evidence that the evaluation plan ties directly to project goals through measurable project outcomes, products and/or other findings. Degree to which the collaboration itself is assessed to inform future collaborations among project partners and in the wider community. Evidence that evaluation will provide reliable information on which to judge impact or base local actions. [Note: IMLS reserves the right to work with all grantees to revise assessment plans for funded projects.]

3. NARRATIVE ELEMENT: PROJECT DESIGN

Describe the scope of the project, including project goals, the project planning process, and the specific activities required to implement the project. Describe the relationship of the project to other projects in the community intended to address a similar need.

Review Criteria: Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish clear goals and objectives. Degree to which the proposed budget deploys each partner's resources in creative and effective ways to address the identified need. Evidence that the methodology and design are appropriate to the scope of the project. Evidence that the project uses existing or emerging standards or best practices in the discipline to which the project relates. For projects involving digital collections, in addition to the above, evidence that the project demonstrates interoperability and potential for integration into larger-scale initiatives.

4. NARRATIVE ELEMENT: PROJECT RESOURCES - MANAGEMENT PLAN, PERSONNEL, AND BUDGET

Describe responsibilities for the project's implementation and management and their distribution among institutional partners, including project leadership and the coordination of the collaborative activities. Discuss contributions to and benefits from the project for both the applicant and the collaborating organizations. Describe personnel who will complete project activities, and discuss their qualifications and specific role in the project, particularly if they have other, ongoing duties. Discuss the budget allocated to accomplish project activities, including cost sharing.

Review Criteria: Evidence that the applicant will effectively complete the project activities through good deployment and management of resources, including knowledge, money, facilities, equipment, and supplies. Evidence that all partners are active contributors to and beneficiaries of the partnership activities. Evidence that project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities, including project leadership and coordination. Evidence that sufficient resources, including time and personnel, are allocated to overseeing and managing the collaboration. A cost-efficient budget that uses resources appropriately.

5. NARRATIVE ELEMENT: DISSEMINATION

Describe how the project will disseminate information to other organizations in its community. Describe how project results and findings will be shared with interested audiences outside the community. Discuss how the project will maximize communication to identified audiences through a variety of appropriate media.

Review Criteria: Extent to which the results, products, models, findings, processes, or benefits of this project will be made transparent and accessible through effective communication channels in the community and elsewhere as appropriate.

Guidance for Digitization Projects

INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, describe the subject matter and its significance, including relationships to related collections. Explain how the material was or will be selected for digitization. Describe the additional value that digitization will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the collection. The application also includes a form, Specifications for Projects Involving Digitization (see p. 5.9), which must be completed and submitted with the application. Funded digitization projects are encouraged to report their projects to a public registry of digital resources and/or a national bibliographic utility, as appropriate.

INTEROPERABILITY

Digitization projects should follow existing standards and best practices where applicable and should be interoperable with other collections.

DIGITIZATION PLANS

Applicants for digitization projects are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application.

RESOURCES FOR DIGITIZATION PROJECTS

IMLS has published “A Framework of Guidance for Building Good Digital Collections” as a resource for applicants planning digitization projects, which is now maintained by the National Information Standards Organization (NISO). It is available at <http://www.niso.org/framework/forumframework.html>. This document contains links to many Web sites with useful information for planning and implementing digitization projects. The University of Illinois at Urbana-Champaign is creating a registry and a metadata repository of collections digitized with IMLS funding. See the project site at <http://imlsdcc.grainger.uiuc.edu>. IMLS offers a wealth of information, including lists of digitization projects funded, at the Digital Corner on the IMLS Web site at: <http://www.imls.gov/digitalcorner/index.htm>.

Completing the Application

An application requesting Partnership for a Nation of Learners Community Collaboration Grants support should include the following materials organized in the order listed:

1. Face Sheet
2. Application Checklist
3. Abstract
4. Narrative
5. Schedule of Completion
6. Project Budget (Summary, Detailed, and Budget Justification)
7. Current, federally negotiated rate for indirect costs, if applicable
8. Specifications for Projects Involving Digitization, if applicable
9. Partnership Statement(s)
10. Proof of Nonprofit Status, if applicable
11. Applicant(s) Organizational Profile
12. Resume(s) for key project personnel
13. Attachments
14. Electronic version of items 3, 4, and 8 on a 3.5 inch disk or a CD.

Please see page 4.2 for more information.

The applicant must submit one unstapled, loose-leaf original [with original signature(s) of authorizing official(s)] plus 10 copies of the entire application (1 + 10 = 11), plus two additional copies of the Face Sheet. Do not place the original or copies in binders or notebooks.

Applicants are required to submit an electronic copy of items 3, 4, and 8 on a 3.5 inch disk or a CD, formatted as a text file (.txt) or a rich text file (.rtf). Be sure to include institution and project contact information as a file in your disk. No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORM

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically, but may be completed online and then printed on the applicant's printer and shipped. Caution: the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm> or www.partnershipforlearners.org.

Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet is provided as pages 5.3–5.5 in the Application Form section of this document. Use or replicate this form. This page is available as a fill-in form on the IMLS Web site. Instructions for specific questions follow.

Questions 1-9

Enter the legal name of the organization that is making the application and its mailing address, Web address, and DUNS and TIN numbers. If a museum, library, or other eligible entity does not have the authority to apply directly to IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity, followed by the name of the museum, library, or other eligible entity in the space provided for the organizational unit.

Question 10-17

Enter the name, address, and contact information of the person (Project Director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the process achieved under the grant.

Question 18-24

Enter the name, address, and contact information of the person (Authorizing Official) who has the authority to apply for federal support of the institution's activities and enter into legal agreements in the name of the institution. (In those rare instances when a person who would normally serve as the authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports—e.g., the Board Chair—should be entered here and that person should sign the application).

Question 25

Check yes if the applicant organization is a university or is part of a university.

Question 30

Enter the project's starting date (must be first day of the month in which grant activities are scheduled to begin). Enter the project's ending date (the last day of the month in which these activities will be completed).

Question 31

Indicate the applicant organization's type of governing authority.

Question 33

Indicate the most appropriate description of the applicant organization.

Question 36

This statement is to be signed by the Authorizing Official of the applicant organization.

**APPLICATION
CHECKLIST**

The Checklist is provided as page 5.2 in the Application Forms section of this document. This page is available as an electronic fill-in form on the IMLS Web site (see page 3.5). Use the Checklist to help you arrange the sections of the application in the correct order.

ABSTRACT

An Abstract of no more than one page, single spaced (600 word maximum), containing the following elements: (1) project title, (2) description of project goals and major activities, and (3) anticipated results.

NARRATIVE

A well-designed proposal narrative is thorough and succinct while addressing all the evaluation criteria. Detailed budget discussions should be included in budget justification. Planning documents that informed the project design, such as needs assessments or digitization plans, should be attached as appendices. Applicants might wish to access the Partnership for a Nation of Learners web site, www.partnershipforlearners.org, for useful materials and resources on partnership and collaboration. Applicants may also find the online tutorial that IMLS has developed, which is available at http://e-services.imls.gov/project_planning, helpful for planning. Use of the tutorial is not a requirement to apply for to the Partnership for a Nation of Learners Collaboration Grants program.

The application narrative must be no more than 8 pages, must address the Evaluation Criteria as listed on pages 3.2 in the order presented there, with each response numbered, and must:

- conform to the space limits of 8 single-spaced, one-sided pages.
- use 8.5- by 11-inch paper.
- leave a margin of at least .5 inch on all sides.
- be printed on only one side of each page.
- have each page numbered.
- be printed in a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

**SCHEDULE
OF
COMPLETION**

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. A Sample Schedule of Completion is provided on page 5.11. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (page 5.4) and budget pages (page 5.6–5.8). The applicant need not follow the sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

BUDGET

The IMLS Partnership for a Nation of Learners Community Collaboration Grant application includes three elements to describe the costs of a proposed project: a Summary Budget form that describes costs for the entire project, a Detailed Budget form for each year of the project, and a Budget Justification that explains all components of the Detailed Budget form.

IMLS has provided detailed instructions below on what information you should include in the Detailed Budget form. IMLS has described each cost category included on the Detailed Budget form, as well as the information that the applicant should include in this section.

DETAILED BUDGET FORMS INSTRUCTIONS**Project Costs**

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs.

Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

Travel Costs

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

Equipment

Only when an applicant can demonstrate that the purchase of permanent equipment will be less expensive than rental may charges be made to the project for such purchases. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Services

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be done by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization.

Indirect Costs (Overhead)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS/CPB will pay this administrative fee only on that portion of direct project costs that are supported by IMLS/CPB funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first \$5,000 of distorting costs such as equipment purchases or subcontracts.
- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS/CPB funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.
- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

- An organization that will function as a partner in undertaking grant activities may charge the administrative fee mentioned in the previous paragraph if it does not have a federally negotiated indirect cost rate that will be current the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources in the cost-share column. This page is available as an electronic fill-in form on the IMLS Web site (see page 3.5) or may be recreated using the same format.

BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

SPECIFICATIONS FOR PROJECTS INVOLVING DIGITIZATION

Instructions for this form follow below. Feel free to contact IMLS staff if you have additional questions about digitization.

INSTRUCTIONS

Question 1

Describe all the types of materials that you will digitize. Describe the different formats of materials such as text, photographs, three-dimensional art objects, archaeological artifacts, video, etc., and give the number of each type. Identify special physical features, such as “bound” or “oversize.”

Question 2

- a. Identify all use or access restrictions covering the original materials. Check the type of restriction and give the percentage of the materials to be digitized that are covered.
- b. Explain any access or use restrictions, such as copyright, that will apply to the digitized version being created by the project.

Question 3

Explain what equipment will be used and include specifications that are relevant to the work of the project, such as cameras with zoom capability, scanners, servers, motorized object rigs, etc. Equipment must be described whether you will do the digitization in-house or outsource it to a contractor or partner.

Question 4

Specify the file formats to be produced and the anticipated quality of each format. For images, specify master, access, and thumbnail versions and image quality of each: minimum resolution, depth, tone, and pixel dimensions. If watermarks or other features will be used, explain. For other media (e.g., audio, video, motion picture), provide appropriate specifications. Include sampling rates, if applicable.

Question 5

Explain how the digital material will be delivered to users and describe digital access management systems or software that will be used.

Question 6

Describe your plan for ensuring the quality of the digital product.

Question 7

Estimate the cost per image or unit of digitization (e.g., video, motion picture). Include all aspects of production, such as scanning, quality control, and indexing, and explain what costs are included in the calculation.

Question 8

Explain what metadata will be used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, administrative information, and communication of the content.

Question 9

Provide a plan for preserving and maintaining the digital material during and after the grant period. The plan should cover metadata, storage systems and media to be used, migration plans, maintenance responsibilities, and funding support.

Question 10

If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility or service, such as the Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC).

Question 11

Describe plans for submitting information about the project to a public registry of digital resources, including the IMLS-supported Digital Collections and Content Registry and Metadata Repository Project at <http://imlsdc.grainger.uiuc.edu>.

Question 12

Provide URL(s) for applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections previously digitized, explain what the difference(s) will be.

**PARTNERSHIP
STATEMENT**

A sample group Partnership Statement is provided on page 5.12.

**PROOF OF
NONPROFIT
STATUS (IF
APPLICABLE)**

If the applicant organization is a private, nonprofit organization (if you answered “Private Nonprofit” or “Other” on line 31 of the Face Sheet), you must submit a copy of the IRS letter indicating your organization’s eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

**APPLICANT(S)
ORGANIZATIONAL
PROFILE**

The applicant and each official partner must provide an organizational profile of no more than one page that identifies the organization’s mission, service area and levels of service, placement within a parent organization (if applicable), and where within the organization the responsibility for the management of the proposed project activities would be assigned.

RESUMES

Resumes or vitae of no more than two pages *each* for all key personnel (both staff and consultants) must be included.

ATTACHMENTS

Applicants should include documents that specifically relate to the justification for the project. IMLS strongly encourages inclusion of needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal. Separately bound volumes or notebooks submitted as attachments will not be forwarded to reviewers.

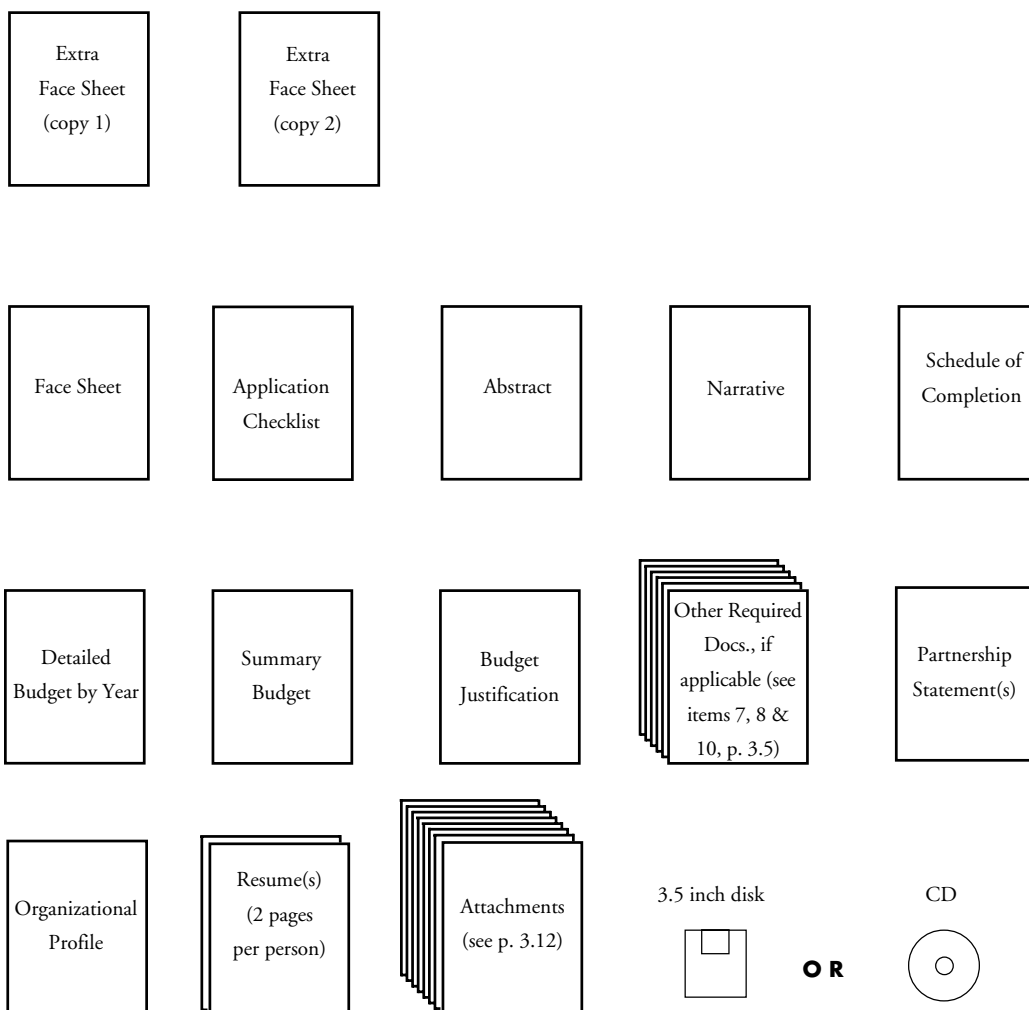
**ASSEMBLING
AND
SENDING
THE
APPLICATION**

Assembling the Application Package

Review your application package carefully before sending it to us. You must include all of the required items listed below and the proper number of copies. (Each item is described in detail on pages 3.6–3.12.) *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-5389 for Partnership for a Nation of Learners Community Collaboration Grants.

ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.



STEP 3: MAKE TEN (10) IDENTICAL SETS (EXCLUDING THE 3.5 INCH DISK OR THE CD) OF THE MATERIAL YOU ASSEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEP 1-3 AS FOLLOWS:

Extra
Face Sheets
(2 Copies)

STEP 1

Original
Application

STEP 2

Ten (10)
copies of the
application

STEP 3

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Ship PNL applications to:

**Partnership for a Nation of Learners
Community Collaboration Grants**
Office of Library Services
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW, Room 802
Washington, DC 20506
Postmarked by March 1, 2005

SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process are suffering irrevocable damage.
- Please consider using alternative delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

IMLS ACKNOWLEDGMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

PROOF OF SHIPPING

IMLS may ask for proof of shipping if the postmark date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

APPLICATION FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order. This form is available as a fill-in form on the IMLS Web site (see information on electronic forms, page 3.5).

- ☐ Face Sheet
- ☐ Application Checklist
- ☐ Abstract
- ☐ Narrative
- ☐ Schedule of Completion
- ☐ Project Budget
 - ☐ Summary Budget
 - ☐ Detailed Budget
 - ☐ Budget Justification
- ☐ Current, Federally Negotiated Rate for Indirect Costs, if applicable
- ☐ Specifications for Projects Involving Digitization, if applicable
- ☐ Partnership Statement
- ☐ Proof of Nonprofit Status, if applicable
- ☐ Applicant(s) Organizational Profile
- ☐ Resumes of Key Personnel (no longer than two pages per person)
- ☐ Attachments, as appropriate
 - ☐ Report from Planning Activities (e.g., Needs Assessments, Digitization Plans)
 - ☐ Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature
 - ☐ Other _____
- ☐ Applicants are required to submit an electronic copy of the abstract, narrative, and Specifications for Items Involving Digitization, if applicable, on a 3.5 inch disk or a CD, formatted as a text file (.txt) or a rich text file (.rtf). Be sure to include institution and project contact information as a file in your disk.

OMB No. 3137-0035

CFDA No. 45.312

Face Sheet

IMPORTANT! READ INSTRUCTIONS ON PAGE 3.6 BEFORE PROCEEDING.

1. Applicant Organization _____

2. Organizational Unit (if applicable) _____

3. Applicant Organization Mailing Address _____

4. City _____

5. State _____

6. Zip Code _____

7. Web Address _____

8. Applicant Organization DUNS Number (9 digits) _____

9. Applicant Organization TIN Number (9 digits) _____

10. Name and Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. _____

11. Business Phone of Project Director _____

12. Project Director Mailing Address _____

13. City _____

14. State _____

15. Zip Code _____

16. Fax Number of Project Director _____

17. E-mail Address of Project Director _____

18. Name and Title of Authorizing Official _____

19. Business Phone of Authorizing Official _____

20. Authorizing Official Mailing Address _____

21. City _____

22. State _____

23. Zip Code _____

24. E-mail Address of Authorizing Official _____

25. Is the applicant organization university controlled? ☐ yes ☐ no

26. In the space below, include names of any organizations that are official partners of the project.

27. Project Title _____

28. Amount Requested \$ _____ 29. Amount of Matching Funds \$ _____

30. Grant Period (starting date) ____/____/____ – ____/____/____ (ending date)

31. Governing Control of Applicant: ☐ State ☐ County ☐ Municipal ☐ Private Nonprofit
☐ Tribal Government ☐ Other, please specify _____

32. For museum applicants, non-federal operating budget for the most recently completed fiscal year
 \$ _____

33. Type of Organization (check one)

- | | |
|--|---|
| <input type="checkbox"/> Academic library | <input type="checkbox"/> Aquarium |
| <input type="checkbox"/> Library association | <input type="checkbox"/> Arboretum/botanical garden |
| <input type="checkbox"/> Museum association | <input type="checkbox"/> Art museum |
| <input type="checkbox"/> Museum library | <input type="checkbox"/> Children's/youth museum |
| <input type="checkbox"/> Museum education program at an institution of higher education | <input type="checkbox"/> General museum* |
| <input type="checkbox"/> Museum studies program at an institution of higher education | <input type="checkbox"/> Historic house/site |
| <input type="checkbox"/> Public library | <input type="checkbox"/> History museum |
| <input type="checkbox"/> Research library/archives | <input type="checkbox"/> Nature center |
| <input type="checkbox"/> School library or school district applying on behalf of a school library or libraries | <input type="checkbox"/> Natural history museum |
| <input type="checkbox"/> School of library and information science | <input type="checkbox"/> Planetarium |
| <input type="checkbox"/> Special library | <input type="checkbox"/> Science/technology museum |
| <input type="checkbox"/> State library agency | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> State museum library | <input type="checkbox"/> Specialized** |
| <input type="checkbox"/> Institution of higher education, if no other choice applies | <input type="checkbox"/> Public broadcasting licensee |
| | <input type="checkbox"/> Other _____ |

* A museum with collections representing two or more disciplines equally (e.g., art and history).

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

34. Applicant Name _____

35. In the space below, summarize the project activities. (200 words maximum)

36. To the best of my knowledge and belief, the information provided in this application is true and correct. This application has been duly authorized by the governing body of the applicant, and the applicant will comply with all grant terms and conditions and with the assurances and certifications that appear in the IMLS National Leadership Grants guidelines.

Name of Authorizing Official _____

Title _____

Signature of Authorizing Official _____ Date _____

Project Budget Form

SECTION 1: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.8–3.10 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	Cost Share	Total
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
TOTAL DIRECT COSTS	\$ _____	\$ _____	\$ _____
INDIRECT COSTS*	\$ _____	\$ _____	\$ _____

TOTAL PROJECT COSTS \$ _____

AMOUNT OF CASH-MATCH \$ _____

AMOUNT OF IN-KIND CONTRIBUTIONS \$ _____
(INSTITUTIONAL COST-SHARING), INCLUDING INDIRECT COSTS

TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS) \$ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS \$ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS _____ %

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one) ☐ Yes ☐ No

If yes, name of agency _____

Date of application _____ or award _____ Amount requested or received \$ _____

Project Budget Form

SECTION 2: DETAILED BUDGET

Year ☐1 ☐2 ☐3 - Budget Period from _____ to _____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.8–3.10 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	COST SHARE	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
TOTAL FRINGE BENEFITS \$			_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. of DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES \$			_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
_____	() ()	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS \$				_____	_____	_____

Project Budget Form

SECTION 2: DETAILED BUDGET CONTINUED

Year ☐1 ☐2 ☐3

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$ _____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 3.9.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.
- ☐ B. Federally negotiated indirect cost rate (see page 3.9).

Name of Federal Agency

Expiration Date of Agreement

Rate Base Amount

_____ % of \$ _____ = \$ _____

	IMLS	Cost Share	Total
C . Total Indirect Costs	\$ _____	\$ _____	\$ _____

Specifications for Projects Involving Digitization

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.10–3.11 BEFORE PROCEEDING.

1. Describe types of materials to be digitized (e.g., artifacts, maps, manuscripts, photographs, audio recordings, video recordings, motion pictures) and number of each.

2. a. Identify copyright issues and other potential restrictions with regard to the original material:

- ☐ Public Domain ____% of total
- ☐ Permissions have been obtained ____% of total
- ☐ Permissions to be requested ____% of total – Plan to address: _____
- ☐ Privacy Concerns ____% of total – Plan to address: _____
- ☐ Other - Explain: _____

b. Describe the terms of access and use of the digitized version created by this project.

3. List the equipment, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server): _____

4. Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (e.g., minimum resolution, depth, tone, pixel dimensions):

- ☐ Master _____
- ☐ Access _____
- ☐ Thumbnail _____
- ☐ Formats for other media (e.g., audio, video, motion picture), include sampling rates, if applicable _____

5. Describe (1) the delivery medium that will be used and (2) the digital access management system or systems that will be used to make this material available to others: _____

6. Describe the quality control plan: _____

7. Estimate cost per image. Include costs such as scanning, quality control and indexing. Indicate the basis for calculation: _____

8. Explain how content will be discovered through metadata, including which standards you will use (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, Categories for the Description of Works of Art):

9. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period: _____

10. If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility, such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC): _____

11. Describe plans for submitting information about the project to a public registry of digital resources: _____

12. Provide URL(s) for applicant's previously digitized collections, if applicable: _____

Sample Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pages 5.3-5.5). The applicant need not follow this sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Data Requirements			\$11,500									
Design and Pre-test							\$65,000					
Conduct Survey							\$5,000					
Data Analysis												\$23,000
Web Site									\$19,000			
Teleconference										\$1,000		
Training Institute												\$15,000
Evaluation												\$1,500
Conferences											\$7,000	
Training Institute											\$15,000	
Final Report Dissemination												\$25,000

Direct costs requested from IMLS \$188,000

Sample Partnership Statement

This page is a sample format for a partnership application. Prepare yours in a similar manner. You may complete separate statements for each partner or add additional signature lines for multiple partners. Information about partnership applications is on page 1.5. All partners must sign Partnership Statements. They do not need to all sign the same document.

1. Applicant Organization:

Other partner members (organizations):

2. Briefly list the activities that each organization has agreed to perform:

3. We, the undersigned institutions, agree to all of the following:

- We will carry out the activities described above and in the Application Narrative;
- We will use any funds we receive from IMLS in accordance with applicable federal laws and regulations; and
- We assure that our facilities and programs comply with applicable federal requirements.

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form, question number 36 on the Application Face Sheet, pages 5.3 to 5.5. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations, which are available from IMLS upon request. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States Government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," and/or other applicable OMB grant circulars.

In addition, because grant funds are provided in part by CPB, the authorizing official certifies that the applicant will comply with CPB's Code of Ethics and Business Conduct, which requires recipients to agree to act with integrity and perform their duties in compliance with Federal, state, and local laws, and with CPB contract/grants requirements, and otherwise act as efficient and impartial stewards of CPB funds (see <http://www.cpb.org/about/corp/certification/>).

FEDERAL DEBT STATUS

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

NON- DISCRIMINATION

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

In addition, the authorizing official certifies that the applicant will comply with CPB policies of Equal Employment and CPB Assistance (see <http://www.cpb.org/about/corp/certification/certreq5.html>).

**DRUG-FREE
WORKPLACE
ACT OF
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES
TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

- The authorizing official certifies, to the best of his or her knowledge and belief that:
- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
 - (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
 - (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 CFR Part 1180 et seq.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH
ON HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506 or call (202) 606-8536.

Equal Opportunity Statement

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Washington, DC 20506.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

Washington, DC 20506

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